

# LONG LOTS ELEMENTARY SCHOOL BUILDING COMMITTEE

April 20, 2023, 6:00pm  
Westport Town Hall, Room 201  
Westport, CT

## Minutes of Meeting

### Present:

Jay Keenan	LLES Building Committee Chair
Don O'Day	LLES Building Committee
Srikanth Puttagunta	LLES Building Committee
Tim Wetmore	LLES Building Committee
Liz Heyer	BOE Liaison to LLES Building Committee
John Broadbin	Deputy Director Westport Public Works
Susan Chipouras	TOW Project Manager
Jay Brotman	Svigals + Partners
Marissa Mead	Svigals + Partners
Brian Grant	Newfield Construction
Patrick O'Loughlin	Newfield Construction
Rick Koczara	Newfield Construction

Meeting was called to order at 6:05pm

1. Jay Keenan advised that the contracts for Newfield & Svigals are being prepared by the Town Attorney.
2. Newfield Construction and Svigals + Partners shall commence work on May 1, 2023.
3. Jay Keenan reviewed the next steps in the Feasibility Study process.
4. The TOW will have an Envelope and HVAC Consultant who will be available to review and comment, with Svigals, Newfield and the Building Committee, applicable project components as they are developed.
5. A Final Education Specification is required for the project. Per Liz Heyer, this will be on the next BOE meeting Agenda.
6. Final Reports from Wiss Janney Elstner and Kohler Ronan will be sent to Newfield & Svigals.
7. John Broadbin moved to adjourn. Jay Keenan seconded the motion. Motion passed 4-0. The meeting adjourned at 7:29pm

These minutes are issued for the record. Any additions or corrections should be issued in writing to the undersigned.

Respectfully submitted by,  
Susan Chipouras  
TOW Project Manager